



Risk Assessment for Opening Truro Evangelical Church (TEC) to the Public

Version Control

Issue Date	Version number	Assessment date	Review date	Assessor(s)	Reviewer(s)	Issued by
07 th August 2020	1.0	08 th August 2020	5 th September 2020	Paul Sebuava	Patrick Buckley	TEC Risk Assessment Committee
5 th September 2020	1.1	05 th September 2020	10 th October 2020	Paul Sebuava	Patrick Buckley	TEC Risk Assessment Committee
13 th October 2020	1.2	30 th September 2020	05 th January 2020	Paul Sebuava	Patrick Buckley	TEC Risk Assessment Committee

The government have set out guidance on how to assist places of worship in England to prepare to open for a broad range of worship activities in a manner that is COVID-19 secure and in line with social distancing guidelines, in order to minimise the risk of exposure to infection. This is in accordance with the associated legislation which came into effect on 4 July 2020.

The [government guidance for the safe use of places of worship during the pandemic](#) requires a COVID-19 risk assessment to be carried out for every building and site open to the public. Churches have a legal duty to assess the risks which exist on their premises and to reduce them as far as reasonably practicable. This is the responsibility of the charity trustees. Any risk which cannot be entirely removed should be mitigated until it can be described as a small risk. A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the relevant guidelines.

As users and hirers of St John's Church hall premises, both TEC and St John's have a duty of care. TEC exercises its own partly by conducting appropriate due diligence on the safety arrangements the venue puts into effect. The risk template below is designed to allow Trustees at TEC to consider the specific risks relating to Coronavirus in gathering for corporate worship at St Johns hall. It should be considered as a supplement to a general risk assessment of the St John's hall premises.

This document will be subject to regular review when there is any substantive change to the guidance on the safe use of places of worship.



Carrying out a risk assessment

1. Agree what activities we are planning for:
 - Public worship at St Johns hall

A risk assessment should also consider the **security** of worshippers. This may require involving local partners such as the police.

2. Consider the hazards:
 - Transmission of COVID-19
 - Hazards arising from the previous temporary closure of St Johns hall
 - Hazards arising from now using St Johns hall in a different way

Read the guidance and think about how it relates specifically to our use of St Johns hall. What constraints are there? Consider how people will arrive at the venue, including if they will need to wait or queue outside; how people will enter and leave the building; circulation inside: from the entrance to the worship space and out again; circulation within the worship space; also access to other areas including the toilet(s).

3. Consider who might be harmed and how? Read the guidance and think about how the activities we are planning will affect different groups of people. The risks are not different for smaller churches like ours so long as they are properly managed, but having more people coming through our meeting place makes the possible impact – for example of someone with COVID-19 coming into contact with others. We should consider our particular circumstances and adapt the **checklist** below as appropriate.
4. Using the risk assessment checklist below as a template:
 - add in mitigations for any risks that are particular to our circumstances that may not be on the list;
 - record what we need to do for each activity to go ahead safely;
 - consider any equipment we need and any temporary changes we might need to make to the venue;
 - check back against our list of activities to confirm which ones can go ahead and when.



COVID-19 Risk Assessment Template

Ref 1	Area of Focus: Description of Hazard: Who might be harmed:	Pre-event checks and Safety issues arising from lack of use of St Johns hall Transmission of COVID-19 to users of the building due to unhygienic environment/poorly maintained facilities Attendees and other users of St Johns hall (e.g. THAG, St Johns staff)			
Control Measures		Additional Information	Acceptable (Y/N)	Action by whom?	Done
Undertake pre-event checklist which covers various aspects of compliance with the government guidance		See Appendix 1 below. To be undertaken prior to the first gathering at the hall. See government guidance	Y	Paul Sebuava	
St Johns staff to carry out building safety checks: - Statutory checks (electrical, gas, plant room, PAT) - Fire safety, fire alarms, fire doors, boilers, dampers - Emergency lighting testing and servicing - Building security (fixtures, CCTV, intruder alarm) - Water safety (legionella, weekly flushing, heating) - Equipment servicing and maintenance - Pest control, Asbestos, Deep cleaning of all areas - Adjustments to entrances/exits		See Government Guidance for organisations on supplying safe water supplies Signage clearly indicating entrance/exit	Y	Paul Sebuava and St Johns hall building Manager	
Check for animal waste and general cleanliness.			Y	Paul Sebuava	
Walk through St Johns hall to plan for physical distancing in seats, aisles, including safe flow of congregants. Remember 2m in all directions from each person (or 1m+ with risk mitigation).			Y	Paul Sebuava and Risk Assessment Team	
Clearly mark out flow of movement for congregants entering and leaving the building with notices and signs to maintain physical distancing requirements.		See Social Distancing Resources Laminated signage and stickers will be displayed on seats, doors and aisles.	Y	Paul Sebuava and Risk Assessment Team	
Check ventilation at the hall and other communal areas have been set in line to maximise air flow			Y	Paul Sebuava/ Risk Assessment Team	



Remove Bibles/literature/hymn books/leaflets	Not applicable to St Johns hall	Y	Paul Sebuava	
Remove or isolate children's resources and play areas	Not applicable to St Johns hall	Y	Paul Sebuava	

Ref 2	Area of Focus: Description of Hazard: Who might be harmed:	Entering St Johns hall (for the purpose of gathering for corporate worship) Transmission of COVID-19 and potentially infecting other users of the building upon entry Anyone attending the service including Pastor/Elders, Members, Visitors			
Control Measures		Additional Information	Acceptable (Y/N)	Action by whom?	Done
Display suitable notices/posters to remind attendees about important safe hygiene practices e.g. no physical contact, practice hand washing etc.		Keep emergency exits available at all times. Where possible use a different exit.	Y	Paul Sebuava	
Ask vulnerable persons or anyone with symptoms not to attend/enter the building and to follow government guidance on self-isolation		Symptoms (fever, persistent cough, altered sense of smell/taste). Email to be sent out to members prior to 1st service	Y	Deacons	
All attendees asked to register their intent to attend the service via email, whatsapp texting or calling		Contact details to register attendance available on TEC website	Y	Paul Sebuava	
Make any temporary arrangements for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside).		Use of floor markings marked out at the hall. Signage already in place at the hall to keep general awareness of social distancing.	Y	Paul Sebuava	
Verbal symptom/temperature checks on arrival		To verbally check with attendees on arrival	Y	Deacons	
All attendees encouraged to bring their own hand sanitisers and to use them on entry to and exit from the building, after touching face or other surfaces.		All persons to sanitise hands with hand sanitiser available on entrance to building	Y	All Attendees	
Encourage attendees to follow guidance if using public transport. Attendees to only travel with own household/social group.			Y	Applicable members	
A suitable lone working policy has been consulted if relevant.		An example can be found here .	Y	Paul Sebuava	



Action Plan in place in case, and communicated to leaders as in event of Coronavirus case known to enter premises	See Appendix 2 below	Y	Paul Sebuava	
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Ref	Area of Focus: Description of Hazard: Who might be harmed:	Crowd management and Physical contact between persons Transmission of COVID-19 to individual(s) direct from infected person Attendees to the services including Pastor/Elders, Members, Guests			
Control Measures	Additional Information	Acceptable (Y/N)	Action by whom?	Done	
No physical (e.g. handshaking, hugging) contact between persons from different households/social groups prior to and during event.	Key expectations from attendees for the services will be sent via email and also uploaded on the church website	Y	Attendees		
Maintain suitable social distancing policy (2m or “1m plus mitigations”) via seating arrangements.	All chairs will be laid out beforehand to indicate space.	Y	Deacons		
All attendees required to wear a face covering. Wearing face coverings in a place of worship became mandatory on 8th August, 2020	Those leading worship services will not be required to wear them.	Y	Attendees		
Utilise One-way system of flow via floor markings, through building to avoid pinch points.	Use of floor markings marked out at the hall.	Y	Attendees and Deacons		
Capacity monitored and entry stopped when capacity reached. Pre-booking arrangement in place to manage number of attendees expected at the service.	Attendees will have registered their intent to attend the service via contact details on the TEC website latest by Saturday 6pm.	Y	Paul Sebuava		
Any changes to entrances, exits and queues will take into account reasonable adjustments to accommodate those who need them, such as worshippers with physical disabilities.		Y	Paul Sebuava		



Identify fixed locations where key personnel must sit (e.g. desk/seat for the AV operator, service leader)	Seating arrangements to be set up prior to the service	Y	Paul Sebuava	
Signage in place to remind people of safe practices	Use of floor markings and posters about Covid-19 and safe hygiene measures.	Y	Paul Sebuava	
Mingling before and after services to be discouraged inside building. People should be encouraged to leave promptly after the service	Those who would like to chat may do so at the car park socially distanced up to the maximum allowed number of households	Y	Attendees	

Ref 4	Area of Focus: Description of Hazard: Who might be harmed:	Infected person attending event Transmission of COVID-19 through infected person(s) who attends event risking infection of others Any person attending the services			
Control Measures		Additional Information	Acceptable (Y/N)	Action by whom?	Done
Verbal check for symptoms upon arrival			Y	Paul Sebuava	
Anyone taken ill with COVID-19 symptoms during service to be sent home immediately and advised to follow government advice and seek a test.			Y	Paul Sebuava	
Remind attendees to follow government guidance to self-isolate if displaying symptoms (continuous cough, high temperature, lost/altered sense of taste/smell)		Action plan in event of confirmed COVID-19 case	Y	Paul Sebuava	
Avoid transmission during meetings, for example, by avoiding sharing pens and other objects.			Y	Paul Sebuava	
Encouraging members who have been travelling to follow guidance			Y	Paul Sebuava	



Identification and follow-up with attendees displaying COVID-19 symptoms		Y	Paul Sebuava	

Ref 5	Area of Focus: Description of Hazard: Who might be harmed:	Surface transmission (excluding toilet facilities) Transfer of COVID-19 to individual(s) via a contaminated surface/item (excluding toilet facilities) Attendees			
Control Measures		Additional Information	Acceptable (Y/N)	Action by whom?	Done
Ensure high-risk surfaces and touch points are wiped with appropriate sanitizer spray or disposable wipes		Provide masks, gloves and hand sanitizer for any who want to use them	Y	Paul Sebuava	
Doors kept open where possible to reduce contact with door handles (may not be appropriate for fire safety or to maintain suitable temperature)		Internal doors left in open position to ensure air flow (to be closed when building locked).	Y	Paul Sebuava	
“Consumables” essential to the act of worship can be used but avoid sharing food and communal vessels. Any food shared should be pre-wrapped, and ensure friends and family use their own dishes and cutlery.		Those giving and receiving food items should wash their hands thoroughly before and after consumption, or wear gloves.	Y	Attendees	
Avoid cash collections and encourage alternative giving methods (i.e. online giving only)			Y	Paul Sebuava	



No distribution of bibles or hymn books – attendees to bring their own and take them away with them. PowerPoint projection to be used for order of service.	Recorded music to be played through speaker system at a volume that allows speaking without raising the voice.	Y	Paul Sebuava	
Microphones and other equipment to be used by one person per service and isolated for 72 hours. Wipe down the mike in between multiuse for other users.	PA/AV team only to touch equipment. Gloves to be worn.	Y	Paul Sebuava	
Encourage attendees to use the toilet at home	TEC have been allocated exclusive use of the toilet on the inside of the front door entrance on the right hand side only.	Y	Attendees	
Keep Register of attendees Photographic evidence to supplement attendance records	If possible, provide safe means for worshippers and visitors to record their name and contact details; retain each day's record for 21 days	Y	Paul Sebuava	
There will be no common area to store coats/bags. Attendees will place them on their chairs.		Y	Deacons & Attendees	

Ref 6	Area of Focus: Description of Hazard: Who might be harmed:	Surface transmission (toilets) Transfer of COVID-19 to individual(s) via toilet facilities Attendees, Designated cleaners			
Control Measures		Additional Information	Acceptable (Y/N)	Action by whom?	Done
Toilets supplied with disposal hand towels or dryers, hand sanitiser.			Y	Paul Sebuava	
Toilets should certainly be thoroughly cleaned before and after every service.		PPE incl. face mask to be worn by toilet cleaners.	Y	Designated cleaners	
Undertake pre-event checklist and cleaning checklist		See Appendix 1 (pre-event checklist) below See Appendix 3 (cleaning checklist) below	Y	Paul Sebuava	



Encourage attendees to clean toilets / sinks / door handles after themselves			Y	Attendees	
Children under 11 to be accompanied to the toilet			Y	Parents/Carers	
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.			Y	Paul Sebuava	
Ref	Area of Focus:	Cleaning and management of contaminated waste			
7	Description of Hazard:	Transmission of COVID-19 to individual(s) via contaminated waste			
	Who might be harmed:	Cleaners and anyone else handling waste			
Control Measures		Additional Information	Acceptable (Y/N)	Action by whom?	Done
Cleaning the hall before and after service (no known exposure to anyone with COVID-19 symptoms) All items touched e.g. door handles, key touch pads, chairs, tables, lectern, microphone speaker etc.		Advice on cleaning church buildings - If the hall has been closed for 72 hours between periods of being open then there is no need for extra cleaning to remove the virus from surfaces.	Y	Cleaning team	



	- 72-hour closure is not possible at the hall as THAG will use the hall in the morning just before TEC.			
All waste to be assumed contaminated and handled appropriately		Y	Cleaning team	
All waste handled with suitable PPE (see cleaning checklist).	See Appendix 3 (cleaning checklist) below	Y	Cleaning team	
Cleaning the hall after known exposure to someone with COVID-19 symptoms	If possible, the hall has to be closed for 72 hours with no access permitted. - If 72-hour closure is not possible then follow Public Health England guidance on cleaning in non-healthcare settings. Public Health England guidance.	Y	Cleaning team	
Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them.	If the building has been quarantined for 72 hours, then carry out cleaning as per the normal advice on cleaning.	Y	Cleaning team	
Set up a cleaning rota to cover our opening arrangements.	Cleaning team to use cleaning checklist to clean touch points before and after service	Y	Paul Sebuava	
All bins lined with disposable liners and all waste double bagged prior to disposal and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.		Y	Cleaning team	

Ref	Area of Focus:	Airborne transmission			
.	Description of Hazard:	Transmission of COVID-19 through airborne particles between groups of people in attendance			
8	Who might be harmed:	Any person entering the hall comprising of Pastor/Elders, Members, Guests, St Johns Church Officers/Contractors			
Control Measures		Additional Information	Acceptable (Y/N)	Action by whom?	Done
Attendees directed to family households/groups on arrival, maintaining 2m distance at arrival point		The names of attendees expected to attend service will be placed on allocated seats	Y	Deacons	



Family households/social groups to be spaced apart sufficiently to not interact verbally with each other		Y	Deacons	
Attendees may not move between family households or social groups during the service.		Y	Deacons	
Maintain 2m distance between households if possible	Seating will be arranged 2m apart (or 1m+ with risk mitigation) in the hall	Y	Deacons	
Sensible hygiene to be observed (covering mouth/nose when coughing, sneezing, using tissues & disposing off)	Coronavirus and Hand hygiene posters will be displayed at key areas around the hall	Y	Attendees	
Attendees advised to bring hand sanitiser and use after touching face.	Email to be sent to all members with guidance prior to first gathering	Y	Attendees	
No congregational singing, chanting or loud talking.	Small groups of singers, including choirs, can perform in front of worshippers.	Y	All Attendees	
Any instrument played during worship should be cleaned thoroughly before and after use.	Use of music recordings where available, may be used as alternative to live singing to mitigate risks.	Y	Deacons	
Children to remain responsibility of parents/carers (No Crèche or Sunday school).		Y	Parents/Carers	
In England wearing face coverings in a place of worship is mandatory. Those leading worship services will not be required to wear them.	The police will have the powers to enforce legal limits (i.e. wearing of face coverings, max. number of people allowed to interact socially) including to issue fines.	Y	Attendees	

Appendix 1: Pre-event checklist (*Adapted from Baptists Together*)

This checklist is to be used in conjunction with the most up-to-date government guidance during the COVID-19 pandemic. It should be completed prior to the event day starting and fully communicated to all team members. It is the responsibility of the Church Trustee to ensure that the site is safe to open and that controls are put in place.

ITEM	Y or N	Comments	Reported to
Has the latest government guidance been checked and followed?			



Have any members of team reported any symptoms of COVID-19?			
Has the Cleaning Checklist been completed and cleaning materials put in place?			
Is there adequate hand soap, paper towels and running water in place?			
Has hand washing facility or sanitizer been provided in all locations needed			
Are bins available for disposal of any rubbish?			
Is the plan for managing traffic flow for social distancing in place and floor/wall signage in place			
Are deacons/stewards briefed on agreed procedures for arrivals, departures and emergencies?			
Have chairs been laid out and marked in line with social distancing requirements?			
Procedures in place to record names and contact details of attendees			
Building ventilation set in line with recommendations to maximise air flow			
Is there any other information to consider?			
After carrying out the above checks, please sign below.			
I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19.			
Leader signature:			Date:



Appendix 2: Emergency Action Plan (Adapted from Baptists Together)

St Johns Hall Building:

Coronavirus Emergency Action Plan

Should someone attending the church display symptoms of Coronavirus the following steps will be taken:

- 1) The person will be asked to leave as soon as possible, return home and seek guidance from NHS111 as to self-isolation and testing.
- 2) Anyone known to have been in close contact with the case advised to wash their hands as soon as possible
- 3) Any surfaces likely to have been contaminated cleaned in line with cleaning guidance.
- 4) Consider whether to bring the service to an early conclusion.
- 5) Consult Health & Safety Executive website as to whether the event should be reported. <https://www.hse.gov.uk/coronavirus/riddor/>.

Appendix 3: Cleaning checklist. (Adapted from Baptists Together)

Premises: St Johns Hall	Date:	Completed by:
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The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Action	Guidance	Completed (tick)	Comments
Confirm PPE worn before cleaning commences	Where possible, wear disposable or washing up gloves and aprons.		
Hard surfaces have been cleaned prior to disinfecting?	Clean hard surfaces with warm soapy water using a disposable cloth.		
Disinfect all surfaces with usual disinfectant	Pay attention to any frequently touched areas and surfaces, e.g. doors, toilets, stair rails and phones.		
Clean any areas of heavy contamination (bodily fluids) as above using additional PPE where possible	Additional PPE would include protection for the eyes, mouth and nose, as well as gloves and apron.		
Any PPE used is double bagged and to be stored securely for 72 hours before being thrown away in general waste	Use plastic bin bags where possible.		
Hands washed with soap and water for 20 seconds, after removing PPE	Hand wash using warm water after cleaning and regularly throughout the day.		



Additional guidance, information and instruction when cleaning:

- Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one of the following options below:
- A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or
- A household detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.
- NB: If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.
- When items cannot be cleaned using detergents or laundered (for example, upholstered furniture and mattresses), steam cleaning should be used.
- Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
- If possible, keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.

Laundry

- Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Do not shake dirty laundry – this minimises the possibility of dispersing virus through the air.
- Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

- Waste from cleaning areas should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.



Appendix 4: Privacy statement (*Adapted from Baptists Together*)

Truro Evangelical Church Privacy Notice for collecting contact information from church attendees.

The Charity Trustees of Truro Evangelical Church (as Data Controller)* can be contacted by ringing or emailing

We are collecting your name and contact details in order to fulfil our responsibility to provide a safe environment in which those attending Truro Evangelical Church can pray and worship during this COVID-19 recovery phase. We will only use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at Truro Evangelical Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks. Your name and contact details will temporarily be securely stored. They will be retained for a period of 21 days in line with government guidance and then disposed of within the following 7 days.

Please inform Truro Evangelical Church as soon as possible if you test positive for coronavirus or develop any of the following COVID-19 symptoms:

- A high temperature
- A new, continuous cough
- A loss or change to your sense of smell or taste

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. The Information Commissioner's Office has published guidance on data handling during the pandemic. Please see www.ico.org.uk/coronavirus.

*Please note – if your church is a CIO or CLG, the data controller will be the church, acting through its Trustees.